

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0047602

Date Posted: 03/11/13

POSITION NO: 242725

Closing Date: OUF

CLASS CODE: 3460

POSITION TITLE: GAMING SURVEILLANCE OBSERVER

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 004 WORKSITE LOCATION: Twin Arrows, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A

Days: VARIES

Permanent: ☒

SALARY:

Hours: VARIES

Temporary: ☐

Duration: \$ 32,073.60 Per Annum

Part-Time: ☐

No. of Hrs/Wk: \$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty in monitoring and ensuring compliance with the Navajo Nation Gaming Ordinance and Gaming Policies and Procedures; protects and maintains the integrity of the casino using closed circuit television (CCTV) and floor observations; provides a safe environment for employees and guests. Maintains and operates all surveillance equipment, including but not limited to VCRs, monitors, video printers, video switches, cameras, and computerized equipment; monitors cashier cage, vault areas and any location where money is being handled, the personnel therein, and other areas that require monitoring to ensure compliance with the Navajo Gaming Ordinance and Gaming Policies and Procedures; reports suspicious, inappropriate or mishandling of funds to the Navajo Gaming Regulatory Office (NGRO) and/or casino staff. Conducts preliminary investigations of suspicious activity observed to determine if a violation or crime has occurred; prepares detailed and accurate reports of incidents or suspected illegal activities; performs other tasks and special assignments relevant to position as required by NGRO; labels, maintains and categorizes all surveillance videotapes, DVDs, etc. in accordance with State/Tribal gaming compacts; reports any equipment in need of repair; looks for and reports safety hazards.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

two (2) years of work experience in surveillance, closed circuit TV monitoring or surveillance of casino games; **OR** an Associate's degree in Criminal Justice, Computer Science, Information Technology or related field; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Knowledge of Federal, State and Navajo Nation laws, rules, regulations, related to gaming surveillance activities, knowledge of surveillance software and equipment.

License/Certification Requirements:

Must be able to obtain a gaming license/certification from the State of Arizona and the Navajo Gaming Regulatory Office; and possess a valid state driver's license.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99